



King County
HUMAN RESOURCES SERVICE DELIVERY MANAGER I
PUBLIC HEALTH- SEATTLE & KING COUNTY
ADMINISTRATION/HUMAN RESOURCES
Annual Salary Range \$68,212 - \$86,462
Job Announcement: 04MH4308
OPEN: 5/26/04 CLOSE: 6/16/04

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Ron Weigelt at (206) 296-7478 for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form and data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Wells Fargo Center, 999 Third Avenue, Suite 1230, Seattle, WA 98104

WORK SCHEDULE: This 1.0 FTE career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

PRIMARY JOB FUNCTIONS INCLUDE:

- This position will be responsible for overseeing human resources functions in multiple Divisions within the Department of Public Health. Assignments may include Community Health Services Division, Correctional Health & Rehabilitation Services, Emergency Medical Services Division, Finance and Administrative Services Division, Prevention Division, or Environmental Health Division. This position will be responsible for assisting assigned Divisions with all facets of human resources service delivery.
- Working in conjunction with the division managers to oversee the human resources functions in assigned divisions to reduce liability, ensure consistency and compliance with county HR programs, HR-related laws, labor agreements, and policies.
- Partnering with departmental and division management in coordinating and implementing overall human resource service delivery in support of departmental and division strategies, goals, and objectives.
- Overseeing the dissemination of human resources policy information to assigned divisions.
- Determining performance standards and measures for client's organization, project work teams, and individuals.
- Serving as the department representative in working with King County Labor Relations in the negotiation of collective bargaining agreements, contract implementation and interpretation, and grievance resolution.
- Providing labor and employee relations training.

QUALIFICATIONS:

- Familiarity and experience in Employee and Labor Relations, including:
 - Collective bargaining agreement negotiation, implementation, and administration
 - Grievances, arbitration's, hearings and appeals
 - Labor and Employee Relations Training
 - Labor Management Committees
 - Storage and maintenance of employee discipline records
 - Preparation and maintenance of Collective Bargaining Agreement status reports
 - Preparation and maintenance of a data base for grievances and disputes
 - The Federal Fair Labor Standards Act, Equal Pay Act, National Labor Relations Act, Labor-Management Relations Act, the Revised Code of Washington Chapter 41.56, Public Employee Collective Bargaining, and King County Code.
- Understanding of Compensation and Benefits concepts and including the provisions of: the Older Worker's Benefit Protection Act; Family and Medical Leave Act; Uniformed Services Employment and Reemployment Rights Act; Health Insurance Portability Accountability Act; Consolidated Omnibus Budget Reconciliation Act; Washington Family Care Act; Washington Administrative Code 162.30.020 (Maternity Regulations); and the King County Code and Personnel Guidelines.
- Understanding of Occupational health, safety, and security.
- Familiarity with Workforce planning and employment, including familiarity with related legislation: Civil rights Act; Age Discrimination in Employment Act; Americans with Disabilities Act; Pregnancy Discrimination Act; Immigration Reform and Control Act; Uniform Guidelines on Employee Selection Procedures; Worker Adjustment and Retraining Notification Act; Privacy Act of 1974, Employee Polygraph Protection Act; Consumer Credit Protection Act; Wage Garnishment Act (1968), Fair Credit Reporting Act; RCW 49.60 Washington State Law Against Discrimination; King County: King County Fair Employment Practices KCC 12.18.

General knowledge requirement:

- Knowledgeable in human resources principles, practices, the legal environment and trends.
- Knowledgeable in management and supervision techniques and principles.
- Knowledgeable in the principles and techniques of public sector management.
- Skilled in the principles and practices of labor contract negotiations and administration, grievance handling and arbitration processes.
- Skilled in collaborative problem solving conflicts resolution, and decision making.
- Skilled in interpreting, explaining and applying pertinent laws, rules regulations, policies, and guidelines.
- Skilled in making presentations to groups and committees.
- Knowledgeable of training program development and implementation techniques.
- Excellent verbal and written communication skills.
- Skilled in strategic planning and project management.
- Skilled in building consensus among individuals with conflicting viewpoints.
- Skilled in working in a political environment.
- Skilled in handling multiple competing priorities and sensitive situations.
- Skilled in time management and organization.
- Skilled in data gathering and analysis.

DESIRED QUALIFICATIONS:

- Familiarity with the operations of a Public Health Department, including the various services a Health Department provides, and the unique problems faced by a large public entity.
- Bachelor's degree in business administration, public administration, human resources management, law or closely related field.
- Four years of professional personnel experience in a variety of personnel areas which includes at least two years of labor and employee relations experience, two years of contract negotiation experience and employment law training and/or experience.
- Two years supervisory experience

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law

UNION MEMBERSHIP: Non-represented

CLASS CODE: 8212 SEQUENCE NUMBER: 80-8212-0270